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PERS-17

Approved For Release 2000/08/29 : CIA-RDP79-01153A000300010115-1

10 April 1968

MEMORANDUM FOR: Deputy Director, OBQI
Chief, Administrative Staff
Chief, Cartography Division
Chief, Editorial Division
Chief, Geography Division
Chief, Map Library Division
Chief, Publication Division

SUBJECT: Employee Turnover

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1. [REDACTED] DDI Special Advisor, is studying employee turnover in the Directorate of Intelligence, with particular emphasis on the transfer and separation of the junior professional.
2. I would like your views in writing on the following questions which he has submitted:
 - a. How well informed are you of the reasons why people leave your employ?
 - b. How has feedback from exit interviews affected the management of your component (e.g., impact on recruiting, training, supervision, organization)?
 - c. Which loss gives you the greater concern, the quits (those who leave you because they quit the Agency), or the transferees (those who leave you for another Agency job)? Why?
 - d. Recognizing that some movement of professionals in and out of an organization is beneficial to it, in your view what would be the optimal nature (pattern) and scale of such movement for your component?
 - e. Mindful of the central personnel exit interview process, does your component conduct exit interviews with professionals and clericals as well? If so, at what level of supervision are these conducted? What is done with the findings?
 - f. What change in policy or practice affecting employee tenure would best serve your component?

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3. When I have received your answers to these questions, I shall attempt to consolidate them into an Office response. If there are other points which you consider equally or more important, please address yourself to them.

4. I would like to have your response in my office by COB,
24 April.

(signed)

JAMES A. BRAMMELL

JAMES A. BRAMMELL

Director

Basic and Geographic Intelligence

Distribution:

1 - Each Addressee

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